

Assignment 3

Maintaining Command Religious Program (CRP) Files and Records

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chapter 3, Pages 3-1 through 3-18

Learning Objective: Differentiate between a centralized and decentralized filing system; specify what types of filing equipment and materials are used in the office of the chaplain; recognize the procedures for safeguarding classified files and records.

- 3-1. In a decentralized filing system, official correspondence is maintained in the office having primary need for the correspondence.
1. True
 2. False
- 3-2. A centralized filing system is normally used at commands which maintain classified files and records.
1. True
 2. False
- 3-3. The standard Navy five-drawer steel cabinet occupies more floor space than the four-drawer steel cabinet.
1. True
 2. False
- 3-4. Straight-cut file folders are preferred over one-third-cut file folders for use in the office of the chaplain.
1. True
 2. False
- 3-5. One-third-cut file folders are ordered according to tab position in lots of
1. 10 folders per box
 2. 20 folders per box
 3. 30 folders per box
 4. 50 folders per box
- 3-6. Every Religious Program Specialist must be eligible for access to classified material.
1. True
 2. False

- 3-7. Vaults provide the most secure means of storing classified materials and documents.
1. True
 2. False
- 3-8. All EXCEPT which of the following statements are true regarding the handling and storage of classified material?
1. Portable cabinets offer little security for storing classified material
 2. Wood file cabinets offer little protection against fire damage
 3. Metal cabinets offer protection against theft and fire
 4. Keylocks are more secure than combination locks

Learning Objective: Describe the procedures contained in the Standard Subject Identification Codes (SSICs) publication; differentiate between major, primary, secondary, tertiary, and arbitrary numerical subject groups; explain the requirements for using the SSIC system in the Command Religious Program including classifying, filing, and cross-referencing procedures.

- 3-9. The basic guidelines for categorizing correspondence in the Navy are set forth in which of the following publications?
1. DOD 5200.1R
 2. OPNAVINST 5510.1
 3. SECNAVINST 5210.11
 4. SECNAVINST 5212.5
- 3-10. The SSIC system consists of what total number of major numerical subject groups?
1. 11
 2. 12
 3. 13
 4. 14

● In answering questions 3-11 through 3-14, select the SSIC number in column B that identifies the subject group in column A.

A. Subject Groups	B. SSIC Numbers
3-11. Logistics	1. 1000
3-12. Military Personnel	2. 5000
3-13. General Administration and Management	3. 7000 4. 4000
3-14. Financial Management	

Ž In answering questions 3-20 through 3-23, select the SSIC number in column B that identifies the subject group in column A.

A. Subject Groups	B. SSIC Numbers
3-20. Training and Education	1. 1100
3-21. Separation	2. 1500
3-22. Morale and Personal Affairs	3. 1700 4. 1900
3-23. Recruiting	

3-15. What SSIC series is used to identify subjects relating to the administration of the Coast Guard?
 1. 11000
 2. 12000
 3. 13000
 4. 16000

3-24. Information relating to enlisted training would be classified under what SSIC series?
 1. 1400
 2. 1510
 3. 3000
 4. 5000

3-16. General personnel subjects that relate to both civilian and military personnel are included in what SSIC series?
 1. 1000
 2. 5000
 3. 3000
 4. 12000

3-25. Primary numerical subject groups are designated by the last two digits of the four- or five-digit major numerical subject groups.
 1. True
 2. False

3-17. Subjects relating to the design and readiness of ships would be classified under what SSIC series?
 1. 6000
 2. 7000
 3. 8000
 4. 9000

3-26. Tertiary numerical subject groups are designated by the last digit of the four- or five-digit major numerical subject groups.
 1. True
 2. False

3-18. Subjects relating to communication systems and equipment would be classified under what SSIC series?
 1. 1000
 2. 2000
 3. 3000
 4. 4000

3-27. Which of the following SSICs would be considered an arbitrary designation?
 1. 5760 Organizations and Associations
 2. 5600/3 Bulletins for Special Occasions
 3. 5600/Bulletins for Special Occasions
 4. Both 2 and 3 above

3-19. Dentistry subjects would be classified under what SSIC series?
 1. 6000
 2. 2000
 3. 3000
 4. 4000

3-28. Which of the following publications contains guidance for formulating and maintaining a standardized SSIC filing system for subjects pertaining to the Chaplain Corps?
 1. DOD 5200.1R
 2. OPNAVINST 5510.1
 3. OPNAVINST 1730.1
 4. SECNAVINST 5210.11

3-29. The modified filing system outlined in OPNAVINST 1730.1 is designed to serve as a substitute for the Navy Department's standard filing system.
 1. True
 2. False

- 3-30. The process of writing the SSIC number on a letter to be filed is known as
1. cross-referencing
 2. coding
 3. classifying
 4. analysis

- 3-31. The process of determining the correct subject under which correspondence is to be filed is known as
1. cross-referencing
 2. coding
 3. classifying
 4. analysis

- 3-32. What is the most important filing operation?
1. Cross-referencing
 2. Coding
 3. Classifying
 4. Analysis

- 3-33. What system was developed to provide a satisfactory procedure for filing documents which relate to more than one subject?
1. Cross-referencing
 2. Coding
 3. Classifying
 4. Analysis

● In answering questions 3-34 through 3-36, select the total number of copies indicated in column A.

<u>A. Copies</u>	<u>B. Forms</u>
3-34. Three-copy form	1. DD 334
3-35. Single-copy form	2. DD 334a
3-36. Two-copy form	3. DD 334b

● In answering questions 3-37 through 3-40, select the DD Form 334a section in column B that would contain the information specified in column A.

<u>A. Information</u>	<u>B. Sections</u>
3-37. SSIC under which the original letter is filed	1. Index 2. Indexer
3-38. SSICs under which the original letter is cross-filed	3. Summary 4. Filed
3-39. Initials of the individual doing the filing	
3-40. Subject of the original letter	

- 3-41. What form should be used to indicate that a record from the office of the chaplain has been checked out to another department?
1. DD Form 334
 2. DD Form 334a
 3. DD Form 334b
 4. GSA Optional Form 23

Learning Objective: Specify the requirements of the reports control system; identify the information that is maintained in a CRP tickler system; delineate the provisions of the Navy's records disposal system.

- 3-42. The correspondence files maintained in the office of the chaplain should be terminated at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Yearly
- 3-43. Command Religious Program terminated files should be maintained in the office of the chaplain for what minimum period before they are retired to a designated storage area?
1. 1 year
 2. 2 years
 3. 3 months
 4. 6 months

3-44. The responsibility of maintaining a required reports central inventory system for a shore command would be assigned to personnel in the administrative department.

1. True
2. False

3-45. The master recurring reports file is maintained by personnel assigned to the supply department.

1. True
2. False

3-46. What type of report would be prepared in the case of the death of a Navy member?

1. Circumstance
2. Recurring
3. Situation
4. Administrative

3-47. Maintaining an up-to-date list of required reports prepared in the office of the chaplain is normally the responsibility of the RP.

1. True
2. False

3-48. Which of the following statements is/are TRUE concerning a CRP tickler system?

1. The tickler file may serve as a reminder for action required on outgoing correspondence
2. A tickler system shows the submission date of each required report
3. The tickler file may serve as a reminder for action required on incoming correspondence
4. All of the above

3-49. Specific guidance concerning the requirements for disposal of Navy Department records is contained in what instruction?

1. DOD 5200.1R
2. SECNAVINST 5210.11
3. SECNAVINST 5212.5
4. OPNAVINST 5510.1

● In answering questions 3-50 through 3-53, select the records/materials in column B that are defined in column A.

<u>A. Definitions</u>	<u>B. Records/Materials</u>
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3-50. Documentary material which has been appraisal as having a lasting value	1. Government records 2. Nonrecord material 3. Permanent records
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3-51. Documentary material made in pursuance of Federal law	4. Temporary records
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3-52. Documentary material which may be destroyed after it has served its purpose	
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3-53. Documentary material which serves no record purpose	
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3-54. Temporary records are normally transferred to a Federal Records Center or to the National Archives when a command no longer needs them.	1. True 2. False
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3-55. Approximately 95% of all Navy Department records are of a temporary nature.	1. True 2. False
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3-56. Government records may include which of the following items?	1. Books 2. Maps 3. Photographs 4. All of the above
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3-57. Official correspondence, as defined in OPNAVINST 3120.32, may include which of the following items?	1. Charts 2. Documents 3. Messages 4. All of the above
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3-58. Which of the following individuals would most likely be assigned the collateral duty of coordinating the disposal of Government records aboard ship?	1. A Chief Yeoman 2. A Master Chief Personnelman 3. An Ensign 4. A Senior Chief Quartermaster
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- 3-59. The authority for the destruction of Government records which have no future value rests with the
1. Central Intelligence Agency
 2. Federal Bureau of Investigation
 3. Secretary of Defense
 4. National Archives
- 3-60. Guidance concerning the indiscriminate destruction of Navy records is contained in which article of Navy Regulations?
1. 1111
 2. 1112
 3. 1115
 4. 1116
- 3-61. The term "preservation" applies to official records which are retained at a Federal Records Center.
1. True
 2. False
- 3-62. The majority of unclassified records are destroyed at a Federal Records Center at the end of their retention periods.
1. True
 2. False
- 3-63. Office of the chaplain records on which action is pending should be destroyed when the disposition date becomes operative.
1. True
 2. False
- 3-64. Which of the following statements is/are TRUE concerning the destruction of Navy Department unclassified records?
1. Shore installation unclassified records may be scrapped
 2. Shredded shore installation unclassified records may be sold as wastepaper
 3. Unclassified records should be destroyed by burning when at sea
 4. All of the above
- 3-65. What maximum amount of material can be packed in a standard container obtained from a Federal records center?
1. 1 square foot
 2. 1 cubic foot
 3. 1 square yard
 4. 1 cubic yard